



annapolis

recreation & parks

Healthy Living Starts Here.

Roger W. "Pip" Moyer
Community Recreation Center
at Truxtun Park
273 Hilltop Lane
Annapolis, MD 21403
Phone: 410.263.7958
Fax: 410.626.9731
recpark@annapolis.gov
www.annapolis.gov/recreation

April 2014

Dear Parents,

The Annapolis Recreation and Parks Department welcomes you to the before and after school child care program. This notice serves two purposes, one is a reminder to be sure you have completed all necessary paperwork and have it on file with the Department prior to the start of school and secondly, to explain the procedure for the online payments for the monthly fees for the program.

As noted on the 2014-2015 Child Care Application that you submitted in the spring, billing for the program is on a 9 month schedule. The cost for before school care will be \$105 per month and \$210 for after school care. In order to provide secure and convenient payment processing procedure, there are two convenient ways to pay for the program.

PAYMENT IS NOT ACCEPTED AT EACH SITE. Please do not give payment to the site director, it will not be accepted. You may pay in person by cash, check or credit card (Visa, MC or AMEX) at the "Pip" Moyer Recreation Center at 273 Hilltop Lane during building hours (7 days a week) or you may pay by credit card online at our secure web site.

Please be reminded that the first payment is due on the first of each month, but must be paid no later than the 10th **OR YOUR CHILD WILL NOT BE PERMITTED TO ATTEND THE PROGRAM.** The first payment is due on September 1st and the final payment will be due on May 1, 2015 (no payment for August 2014 or June 2015).

On the following page, we have outlined the online process for payment. Should you have any difficulties, please contact the Department at 410.263.7958. Please ask for Caryn Walaski, Recreation Bureau Chief.

We thank you for your attention to this important matter. We are looking forward to a great school year!

Sincerely,

Caryn Walaski
Recreation Bureau Chief



annapolis

recreation & parks

Healthy Living Starts Here.

Roger W. "Pip" Moyer
Community Recreation Center
at Truxtun Park
273 Hilltop Lane
Annapolis, MD 21403
Phone: 410.263.7958
Fax: 410.626.9731
recpark@annapolis.gov
www.annapolis.gov/recreation

Payment Procedures for Annapolis Child Care

Due: First of the month, no later than the 10th of the month

Fees: \$105 per month, before school care

\$210 per month, after school care

First payment – September 1st and Last payment – May 1st

In Person at the "Pip" Moyer Recreation Center

Pay by check, cash or credit card (Visa, MC or AMEX) during building hours:

The City of Annapolis charges \$35 for any checks returned unpaid by your bank.

Monday – Friday 6:00 am – 9:00 pm (Fridays until 6:00 pm during summer months)

Saturday 8:00 am – 6:00 pm

Sunday 11:00 am – 6:00 pm

On Line Payment Procedures

Pay by credit card (Visa or MC), 24 hours a day.

Log-on to our secure registration web-site at <https://reg-e.annapolis.gov/Start/Start.asp>

Click on the "MY ACCOUNT" tab at the top.

Type in your login ID: _____

Type in your account PIN: _____

Click the "**Sign In**" button. *If you don't have your login ID or account PIN, please call 410.263.7958.*

The next page will display your Account Balance

In the blue header section – click "**Make a Payment**"

Type in all credit card requested information and click "**Apply Payment**"

Your account balance should display \$0.00 after payment was received.

Print receipt for your records (if you choose to do so)

Click the "**Log Out**" button at the top, middle of the screen.

Thank you for your payment!

(Note: The Account Balance will display amount owed beginning on the 1st of the month. If you log in to pay prior to the 1st, the amount owed will be \$0. You can pay and credit your account – so that when the payment comes due (on the 1st), it will automatically reconcile your account balance. If you have a payment due for another Recreation and Parks program or service, that amount will be added to your total Account Balance and must be paid at the same time.)

If you have any difficulties with the online process, please contact the Department at 410.263.7958 or email recpark@annapolis.gov.